

New Hartford Water Pollution Control Authority

TOWN OF NEW HARTFORD, CONNECTICUT

“REGULAR” VIRTUAL MEETING

Thursday, December 3, 2020

HANDOUTS

Minutes: November 5, 2020

Financials:

Aged Payables (outstanding invoices)

Aged Payables (as of December 31, 2020)

Account Register (November 1, 2020 – December 31, 2020)

Income Statement (five months ending November 30, 2020)

Income Statement (12 periods)

Operations Reports:

Aquarion Water Company (sewer operations)

Torrington Water Company (water operations)

Other Business:

2021 Meeting Calendar

**New Hartford Water Pollution Control Authority
TOWN OF NEW HARTFORD, CONNECTICUT
REGULAR MEETING MINUTES
Thursday, November 5, 2020 at 7:00 PM
Held Remotely Via Zoom**

PRESENT: Chairman Denton Butler, Mary Beth Greenwood, Michael LeClaire, Wes Marsh, Polly Pobuda, and Joe Toro.

ABSENT: David Douyard.

Mr. Butler called the meeting to order at 7:00PM.

1. APPROVE MINUTES - SEPTEMBER 3, 2020 AND OCTOBER 1, 2020:

MOTION: Ms. Greenwood, Mr. Toro second, to approve the September 3, 2020 regular meeting minutes; unanimously approved.

MOTION: Mr. Marsh, Ms. Greenwood second, to approve the October 1, 2020 regular meeting minutes; Motion passed with Mr. Butler, Ms. Greenwood, Mr. Marsh, Ms. Pobuda, and Mr. Toro voting in favor while Mr. LeClaire abstained.

2. FINANCIAL RESULTS – OCTOBER FY 20-21 UPDATE:

The Board reviewed the receivables previously provided to them via email. Ms. Greenwood questioned the invoice from CDM Smith. Mr. Butler explained that it had been an old invoice from August of 2018. He noted that it had been reviewed and the work had been verified.

Ms. Greenwood questioned whether the FY20 numbers had been finalized yet. Mr. Butler explained that he had requested the accountants to score up the balance sheet and not put in the debt service payments, explaining that they had mistakenly been put in despite no debt service payments having been made. He noted that a depreciation allowance had been shown. Mr. Butler explained that as a tax-exempt entity, he had questioned why a depreciation allowance was being shown against their assets. He indicated that he would email a follow-up on these matters.

Mr. Butler reported that the WPCA had not been making the \$3250 quarterly debt service payments. As a result, it would appear that the WPCA is running with a slight surplus although \$7500 in repair expenses had been occurred since the October meeting.

3. DISPOSITION OF AGED RECEIVABLES – COLLECTION PROGRAM UPDATE:

Mr. Butler reported that a letter had been sent to accounts over ninety days. Collection had been made on two accounts in the approximate amount of \$330, according to Mr. Butler.

4. OPERATIONS REPORTS SEWER (AWC) & WATER (TWC):

The Board reviewed operations reports from Aquarian Water Company and the Torrington Water Company that had been previously emailed. Mr. Butler reported four meters had been replaced which will likely be reflected in non-routine charges of \$450 to \$500 each on the next billing.

Mr. Butler reviewed the problem with the back-flow meter that was included in the AWC report.

5. OTHER BUSINESS/CORRESPONDENCE TO COME BEFORE THE WPCA:

A. Customer Request for Relief – Excessive Water Use.

Mr. Butler read aloud a communication from the owner of 510 Main Street requesting relief from an exceptionally high bill that he believed stemmed from a disgruntled former tenant who purposely ran up the bill. In the interest of full disclosure, Mr. Butler explained that the owner was the plumber of this Board.

Mr. Toro objected to providing relief, explaining that he believed it sets a bad precedence. Mr. Marsh recalled the Board having received similar requests and a policy having been set. Mr. Butler explained that it had been a practice, not a policy.

The consensus of the Board was to defer a decision on providing relief while Mr. Butler would suggest that the property owner pay at least the amount of his regular charges in the interim.

B. Asset Evaluation Team – Update.

Mr. Butler reported that there were thirty-two attendees at the last public information session held via ZOOM. He noted that the Planning and Zoning Commission approved the CGS§8-24 referral at their last meeting. Mr. Butler noted that two motions were approved: one to approve the sale and the other to authorize the pursuit of the Pine Meadow sewer line. He noted that the Board of Finance would be reviewing the matter at their November 10, 2020 meeting.

C. Water Valve – Report - Immediate Actions Taken.

Mr. Butler reminded the Board that Hydris Control had been hired to evaluate the valves and water lines at well waterheads. He indicated that he would forward to the Board the one-page report including the items that should be addressed immediately. Mr. Butler explained that the most critical item needing to be addressed was to repair the green sand filter.

MOTION: Mr. Marsh, Mr. Toro second, to authorize an amount not to exceed \$9K to repair the green sand filter; unanimously approved.

D. MIU – Miscellaneous Industrial Users - Change in Administration.

Mr. Butler reported that he had received an email from Ann Straut of the Department of Energy and Environmental Protection providing an advisory that the State was delegating to the WPCA their Miscellaneous Industrial User program. He noted that the program in New Hartford will only involve one user: the brewery. Having work experience with the operation of wastewater plants, Mr. LeClaire indicated that the oversight may extend to industrial users with septic systems. Mr. Butler requested that Mr. LeClaire consult with the operators at Aquarian in this regard.

6. POSSIBLE EXECUTIVE SESSION – POTENTIAL FOR CUSTOMER LITIGATION:

MOTION: Mr. Toro, Mr. LeClaire second, to enter into Executive Session for the purpose of a discussion of potential customer litigation; unanimously approved.

The Board entered into Executive Session at 7:48PM and exited at 8:15PM.

MOTION: Ms. Greenwood, Mr. Douyard second, to adjourn at 8:16PM; unanimously approved.

**Respectfully submitted,
Pamela A. Colombie
Recording Clerk**

**WPCA
Aged Payables**

Account Balance	\$118,539.65	TWC Pymts 10/8/2020-present	\$157,220.72
Outstanding Invoices	\$38,167.51	Total TWC Bills	\$183,239.36

<u>Outstanding Invoices</u>	<u>Amount</u>	<u>Invoiced</u>	<u>Due Date</u>
USABlueBook	\$384.80	11/12/2020	12/12/2020
Paine's	\$56.82	11/23/2020	12/17/2020
Aquarion	\$17,792.00	11/6/2020	12/21/2020
Aqu N/R	\$1,226.08	11/6/2020	12/21/2020
TWC N/R	\$3,065.77	11/9/2020	12/24/2020
TWC Routine	\$8,622.32	11/16/2020	12/31/2020
Eversource	\$6,692.47	11/23/2020	1/22/2021
DPH	\$327.25	11/1/2020	3/1/2021

Debt Service

<u>*Debt Service/WWTP,</u>	\$16,536.77	quarter pymts	8/1/2017	11/1/2017	2/1/2018	5/1/2018
<u>USDA Modified Town Loan</u>	\$16,536.77	quarter pymts	8/1/2018	11/1/2018	2/1/2019	5/1/2019
	\$16,536.77	quarter pymts	8/1/2019	11/1/2019	2/1/2020	5/1/2020
	\$3,250.00	quarter pymts	8/1/2019	11/1/2019	2/1/2020	5/1/2020
			8/1/2020	11/1/2020		
			8/1/2020	11/1/2020		
						suspended payments

*By vote of the Board of Selectmen policy was changed to reflect a suspension of discounted payments retroactive from 8/1/2017 to FYE 2021.

NEW HARTFORD WPCA

Aged Payables

As of Dec 31, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
AWCNR Aquarion Water Company	*50		1,226.08			1,226.08
AWCNR Aquarion Water Company			1,226.08			1,226.08
AWCRoutine Aquarion Water Company	50		17,792.00			17,792.00
AWCRoutine Aquarion Water Company			17,792.00			17,792.00
DPH State of CT Department of Publ	PWS202100077		327.25			327.25
DPH State of CT Department of Publ			327.25			327.25
EVER EVERSOURCE	"51286325022 "51527282057 "51711382085 "51638772053 "51900282013 "51924282049		4,528.30 48.16 49.50 122.40 857.68 1,086.43			4,528.30 48.16 49.50 122.40 857.68 1,086.43
EVER EVERSOURCE			6,692.47			6,692.47
Paines Paine's Inc	3078543		56.82			56.82
Paines Paine's Inc			56.82			56.82
TW Torrington Water	ROUTINE FORN		8,622.32			8,622.32
TW Torrington Water			8,622.32			8,622.32
TWNR	NON ROUTINE O		3,065.77			3,065.77

NEW HARTFORD WPCA
Aged Payables
 As of Dec 31, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
Torrington Water						
TWNR Torrington Water			3,065.77			3,065.77
USABlueBk USA Blue Book	417654		384.80			384.80
USABlueBk USA Blue Book			384.80			384.80
Report Total			38,167.51			38,167.51

NEW HARTFORD WPCA
Account Register
For the Period From Nov 1, 2020 to Dec 31, 2020
1050-002 - NW Checking

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			47,905.77
11/3/20	11/3/20	Deposit	NHWPCA Customers	8,043.03		55,948.80
11/4/20	11/4/20	Deposit	NHWPCA Customers	7,999.29		63,948.09
11/5/20	11/5/20	Deposit	NHWPCA Customers	3,692.65		67,640.74
11/6/20	11/6/20	Deposit	NHWPCA Customers	6,193.56		73,834.30
11/10/20	11/10/20	Deposit	NHWPCA Customers	548.00		74,382.30
		Deposit	NHWPCA Customers	95.81		74,478.11
		Deposit	NHWPCA Customers	2,686.31		77,164.42
11/12/20	11/12/20	Deposit	NHWPCA Customers	10,692.51		87,856.93
11/12/20	4579	Withdrawal	Paine's Inc		56.82	87,800.11
11/12/20	4580	Withdrawal	Frontier Communications		237.60	87,562.51
11/12/20	4581	Withdrawal	Torrington Water		2,945.21	84,617.30
11/12/20	4582	Withdrawal	REM Industrial Solutions		1,950.00	82,667.30
11/12/20	4583	Withdrawal	M.R.Koether		940.11	81,727.19
11/12/20	4584	Withdrawal	EVERSOURCE		11,585.03	70,142.16
11/12/20	4586	Withdrawal	USA Blue Book		613.53	69,528.63
11/12/20	4587	Withdrawal	Torrington Water		8,622.32	60,906.31
11/13/20	11/13/20	Deposit	NHWPCA Customers	608.82		61,515.13
11/17/20	11/17/20	Deposit	NHWPCA Customers	7,981.95		69,497.08
11/18/20	4588	Withdrawal	Phoenix Environmental Lab, I		623.00	68,874.08
11/19/20	11/19/20	Deposit	NHWPCA Customers	5,380.92		74,255.00
11/23/20	11/23/20	Deposit	NHWPCA Customers	3,233.90		77,488.90
11/24/20	11/24/20	Deposit	NHWPCA Customers	1,440.22		78,929.12
11/25/20	11/25/2020	Deposit	NHWPCA Customers	200.00		79,129.12
11/25/20	4589	Withdrawal	Custom Environmental Techno		1,116.38	78,012.74
11/25/20	4590	Withdrawal	Veolia Water North America		763.75	77,248.99
11/25/20	4591	Withdrawal	Frontier Communications		512.00	76,736.99
12/1/20	12/1/20	Deposit	NHWPCA Customers	40,890.04		117,627.03
		Deposit	NHWPCA Customers	64.62		117,691.65
		Deposit	other income	848.00		118,539.65
			Total	100,599.63	29,965.75	

NEW HARTFORD WPCA
Income Statement
For the Five Months Ending November 30, 2020

	Current Month		Year to Date	
Revenues				
PAYMENTS RECEIVED	\$ 58,796.97	100.00	\$ 280,315.64	98.87
Lien Balances paid	0.00	0.00	3,195.57	1.13
	<u>58,796.97</u>	<u>100.00</u>	<u>283,511.21</u>	<u>100.00</u>
Total Revenues				
Cost of Sales				
Total Cost of Sales	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Gross Profit	<u>58,796.97</u>	<u>100.00</u>	<u>283,511.21</u>	<u>100.00</u>
Expenses				
ROUTINE SERVICES -WATER	8,622.32	14.66	43,111.60	15.21
Electricity/Water	1,944.11	3.31	8,972.78	3.16
Phone/Communications	512.00	0.87	2,389.33	0.84
Non-Routine Water	3,065.77	5.21	12,989.00	4.58
Treatment Sup/Water	0.00	0.00	3,494.48	1.23
Licenses & Permits	327.25	0.56	797.25	0.28
DEBT SERVICE-WATER	0.00	0.00	32,141.00	11.34
TWP ROUTINE - SEWER	17,792.00	30.26	87,913.00	31.01
Electricity/Sewer	4,748.36	8.08	22,131.67	7.81
Telephone/Communications	0.00	0.00	942.60	0.33
Plant Supplies/Sewer	384.80	0.65	2,858.20	1.01
Sludge Hauling&Cleaning	763.75	1.30	2,291.25	0.81
Non-Routine Sewer	1,226.08	2.09	17,323.34	6.11
Fuel/Sewer	0.00	0.00	367.97	0.13
Chemicals	1,116.38	1.90	2,202.67	0.78
Lab Services/sampling	0.00	0.00	3,581.00	1.26
permit/sewer	0.00	0.00	1,722.50	0.61
Misc Sewer	0.00	0.00	2,860.00	1.01
Paines	56.82	0.10	340.92	0.12
WWTP Short-lived assets	0.00	0.00	59.56	0.02
Prospect Street	0.00	0.00	4,221.15	1.49
Admin Staff and Office Expense	0.00	0.00	120.00	0.04
Legal & Prof Fees/Water & Sewe	0.00	0.00	637.00	0.22
	<u>40,559.64</u>	<u>68.98</u>	<u>253,468.27</u>	<u>89.40</u>
Total Expenses				
Net Income	\$ <u>18,237.33</u>	31.02	\$ <u>30,042.94</u>	10.60

NEW HARTFORD WPCA
Income Statement - 12 Periods
For July 1, 2020 through June 30, 2021

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Revenues						
PAYMENTS RECEIVED	\$ 80,164.15	70,857.88	8,951.65	61,544.99	58,796.97	40,954.66
Lien Balances paid	0.00	1,065.19	2,130.38	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00	0.00	848.00
Total Revenues	<u>80,164.15</u>	<u>71,923.07</u>	<u>11,082.03</u>	<u>61,544.99</u>	<u>58,796.97</u>	<u>41,802.66</u>
Cost of Sales						
Total Cost of Sales	0.00	0.00	0.00	0.00	0.00	0.00
Gross Profit	<u>80,164.15</u>	<u>71,923.07</u>	<u>11,082.03</u>	<u>61,544.99</u>	<u>58,796.97</u>	<u>41,802.66</u>
Expenses						
ROUTINE SERVICES - WATER	8,622.32	8,622.32	8,622.32	8,622.32	8,622.32	0.00
Electricity/Water	1,911.18	1,731.62	1,657.09	1,728.78	1,944.11	0.00
Phone/Communications	512.00	512.00	512.00	341.33	512.00	0.00
Non-Routine Water	3,061.45	1,035.14	1,681.43	4,145.21	3,065.77	0.00
Treatment Sup/Water	0.00	1,747.24	1,747.24	0.00	0.00	0.00
Licenses & Permits	470.00	0.00	0.00	0.00	327.25	0.00
DEBT SERVICE-WATER	32,141.00	0.00	0.00	0.00	0.00	0.00
TWP ROUTINE - SEWER	17,443.00	17,443.00	17,443.00	17,792.00	17,792.00	0.00
Electricity/Sewer	4,839.43	4,344.72	4,186.30	4,012.86	4,748.36	0.00
Telephone/Communications	234.47	236.06	234.47	237.60	0.00	0.00
Plant Supplies/Sewer	0.00	482.93	1,376.94	613.53	384.80	0.00
Sludge Hauling&Cleaning	0.00	763.75	0.00	763.75	763.75	0.00
Non-Routine Sewer	3,720.00	650.74	8,352.45	3,374.07	1,226.08	0.00
Fuel/Sewer	0.00	356.70	0.00	11.27	0.00	0.00
Chemicals	1,086.29	0.00	0.00	0.00	1,116.38	0.00
Lab Services/sampling	949.00	1,261.00	748.00	623.00	0.00	0.00
permit/sewer	1,722.50	0.00	0.00	0.00	0.00	0.00
Misc Sewer	0.00	0.00	2,860.00	0.00	0.00	0.00
Paines	113.64	56.82	56.82	56.82	56.82	0.00
WWTP Short-lived assets	0.00	0.00	0.00	59.56	0.00	0.00
Prospect Street	4,221.15	0.00	0.00	0.00	0.00	0.00
Admin Staff and Office Expense	0.00	0.00	120.00	0.00	0.00	0.00
Legal & Prof Fees/Water & Sewe	37.00	600.00	0.00	0.00	0.00	0.00
Total Expenses	<u>81,084.43</u>	<u>39,844.04</u>	<u>49,598.06</u>	<u>42,382.10</u>	<u>40,559.64</u>	<u>0.00</u>
Net Income	<u>\$ (920.28)</u>	<u>32,079.03</u>	<u>(38,516.03)</u>	<u>19,162.89</u>	<u>18,237.33</u>	<u>41,802.66</u>

For Management Purposes Only

NEW HARTFORD WPCA
 Income Statement - 12 Periods
 For July 1, 2020 through June 30, 2021

	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00



NEW HARTFORD WATER POLLUTION CONTROL AUTHORITY
Monthly Summary Detail
November 2020

- Daily and weekly effluent samples collected by Aquarion Water Company (AWC) were in compliance with the respective federal and state permit limits. In addition aquatic toxicity testing was completed and the results showed no adverse toxicity impacts. AWC is awaiting the laboratory results for the November 18th and 25th sampling event.
- Sludge thickening operations were successful resulting in no trucks hauling sludge off-site during the month.
- No collection system or WPCF call-outs after normal work hours occurred during the month.
- The UV disinfection operation ended on November 1st and was taken off-line. UV channel was bypassed and isolated. All three UV channels and lamps were cleaned and covered for winter. This disinfection season only showed one positive detection for E.coli (significantly less than the permit limit).
- Bio Cube odor control system drained of all water for winter.
- REM industries took burnt motor for the Disc filter and was able to rewind motor. Motor was returned to the WPCF on November 20th date to install will be set for next month.
- On November 5th Aaron Associates installed a new transducer at the 219 pump station. Aaron Associates also established a call out at the plant for a Disc filter failure.
- On November 24th the plant generator failed the weekly test run. Tower Generator came out on November 25th and found low coolant level due to a faulty radiator cap. Cap was replaced coolant topped off generator returned to normal service.
- One of the snow blowers was taken to the shop for a tune-up and starter repair. Advanced equipment said snow blower needs a new gearbox for auger. The cost for the repairs is \$850.00 to replace this snow blower would be \$2200.00 .
- The contingency Pandemic Action Plan continues to be implemented by AWC.
- The average (total) flow from the WPCF during November was 0.039 million gallons per day (MGD) and the estimated (total) volume of wastewater treated was 1.167 MG.
- A total of 16 CBYD responses were completed during the month.

The Torrington Water Company
277 Norfolk Rd., P.O. Box 867
Torrington, CT 06790
Phone # (860)489-4149
Fax # (860)496-7889
www.torringtonwater.com

NEW HARTFORD WPCA
Monthly Report
November 2020

Total System Production

In November the Town's two wells produced a total of 2,415,700 gallons for an average of 80,523 gallons per day (gpd). The Diversion Permit limit is a maximum of 454,000 gpd. A total of 32 gallons of sodium hydroxide (caustic acid) was used and 30 gallons of hypochlorite was used.

Black Bridge Well Production and Operations

In November the Black Bridge Well was on-line for 7 days and produced a total of 567,000 gallons for an average of 81,000 gallons per day gpd.

Pine Meadow Well Production and Operations

In November the Pine Meadow Well was on-line for 30 days and produced a total of 1,777,000 gallons for an average of 59,233 gallons per day gpd.

Quality and Treatment

During the month all state and federal treatment standards were met. On December 2, 2020 the November Treatment Plant Effluent Monitoring and Reporting Forms for Black Bridge and Pine Meadow were electronically submitted to CT Department of Public Health (CTDPH). Client copies are submitted with this monthly report. The two Routine Monthly Bacteriological and Physical Parameter Samples were collected on November 11, 2020. A table containing a summary of these routine monthly monitoring results are available upon request.

Distribution System

Call Before You Digs – (11)

Sanitary Inspection with DPH via “Facetime” 11/30/2020

Work Order Report

See Attached

Meter Reading/Billing

Late Notices (for terminations) being sent December 10, 2020

Accounts Receivable

The month end account summary is as follows:

Current	\$	
31 to 60 days	\$	not available will send later
61 to 90 days	\$	
91 days and over	\$	

- 5 accounts are on a payment plan.

Proposed
WPCA – 2021 Schedule
(12-2-20)

January 7, 2021

February 4, 2021

March 4, 2021

April 1, 2021

May 6, 2021

June 3, 2021

July 1, 2021

August 5, 2021

September 2, 2021

October 7, 2021

November 4, 2021

December 2, 2021

January 6, 2022